

Drafting Services Series

California State Personnel Board Specification

Series established October 29, 1975

Definition:

The classes in this series are used to perform a wide variety of drafting services including the production of drawings, maps, sketches, charts and graphs, roadway design plans and other construction drawings, orthographic, isometric and perspective drawings and other graphic applications for use in engineering and other reports and bulletins by drafting, scribing and the use of state-of-the-art technology, i.e., computer-aided drafting equipment, reprographic processes, automated lettering equipment and various other technical aids; making calculations and plots from field notes; working with engineers and other staff members in determining the most appropriate and effective methods of graphic presentations; and performing special and complex assignments; and does other related work.

Drafting Services Series Specification - Class Titles and Codes

Schem Code	Class Code	Class
GC30	3026	Delineator
GC20	3023	Senior Delineator
GB10	3020	Supervisor of Drafting Services
GB05	3033	Drafting Services Manager

Entry Level:

Entry into this series is typically at the level of Drafting Services Aid and/or Delineator.

Factors Affecting Position Allocation:

- 1.Complexity and variety of assignments.
- 2.Degree of independent action and creative skill.
- 3.Supervision exercised and received.

Definition of Levels

Delineator

The Delineator class is the entry and journey working level for the series. Under direction incumbents perform skilled drafting work using detailed engineering sketches in the preparation of roadway design, construction, right of way and as-built plans and prepare maps, drawings, charts, and diagrams by drafting, scribing and the use of computer-aided drafting and various other technical aids.

Senior Delineator

This is the advanced journey level for the series. Under direction, incumbents either (1) ♦ act as a lead over a small group of draftspersons; or (2) ♦ independently perform highly complex drafting and graphics work requiring a high level of skill, initiative and accuracy. Incumbents prepare roadway design and construction drawings from engineering notes using conventional drafting procedures and computer-aided drafting; make engineering calculations related to drafting and plots data from field notes.

Supervisor of Drafting Services

This is the first full supervisory level. Under direction incumbents supervise a group of draftspersons. Responsibilities include the maintaining of standards and priorities for planning and assigning work in the preparation of a wide variety of maps, drawings, plans and engineering graphic representations. Incumbents also direct the use of computer-aided drafting equipment and check completed drawings for accuracy and completeness of detail.

Drafting Services Manager

This is the second supervisory level responsible for supervision of the largest centralized drafting services sections. Under direction, incumbents supervise two or more of a department's large centralized drafting services units where size warrants separate units, each under the direction of a Supervisor of Drafting Services. Incumbents plan, organize and assign work; supervise the review of proofs and finished products, and serve as liaison with other divisions of the department to provide full drafting and engineering graphic services needs in Caltrans' Headquarters and Districts; provides guidance and, in Headquarters only, coordinates statewide drafting activities.

Minimum Qualifications

Delineator

Either I

One year of experience performing the duties of a Drafting Services Aid, Range◆B, in the California state service.

Or II

Three years of experience in drafting involving ink, scribe or computer-aided drafting including or supplemented by one year of experience, comparable to a Drafting Services Aid, Range◆B, in an engineering office. (College education in engineering or drafting may be substituted for the required experience in an engineering office on the basis of one year of education being equivalent to six months of experience.)

Senior Delineator

Either I

Two years of experience performing the duties of a Delineator in the California state service.

Or II

Five years of experience in an engineering office, two years of which shall have been comparable to that of a Delineator in the California state service. (College education in engineering or drafting may be substituted for a maximum of two years of the experience in an engineering office on the basis of one year of education being equivalent to six months of experience.)

Supervisor of Drafting Services

Either I

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Two years of experience in the California state service performing the duties of a Senior Delineator.

Or II

Broad and extensive (more than five years) experience in drafting and engineering graphics work in an engineering office, at least two years of which shall have been in a lead capacity over other draftspersons. (College education in engineering or drafting may be substituted for a maximum of two years of the experience on the basis of one year of education being equivalent to six months of experience.)